

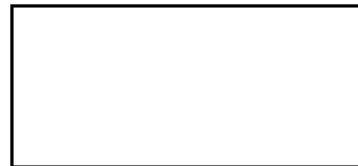
FC 6-3226

21 September 1956

MEMORANDUM FOR: Special Support Assistant to DD/S

SUBJECT: Questions to be Raised with Training Office Re Their  
Briefing to be Given at Next SSA-DD/S Staff Meeting

1. Is it possible to make it mandatory for Case Officers to have Operations Support in order to train them in the services offered by Support Functions of the Agency? RBS
2. Since it is difficult to spare key personnel for six weeks absence from their duties to attend the Operations Familiarization Course, would it be possible to divide the course into three sections wherein an employee could take and get credit for two weeks at a time? RBS
3. Would it be possible to give a list of required books which must be read during the Operations Familiarization Course to the Division Training Officers in order to allow employees to read such books on their own time prior to entering the course? RM
4. It appears that some courses given in out-of-hours would be beneficial, so as not to interrupt normal working functions. Could such a program be arranged? RBS



Chief  
Division of Near East  
and Africa

25X1

ROUTING AND RECORD SHEET

SUBJECT, (Optional)

FROM:

NEA Division  
1104 I Bldg

*nlm*

NO.

DATE

21 September 1956

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

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*24*  
*for file*

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*NE-224-2-U*

STAT  
For Release 2003/08/25 : CIA-RDP60-00594A0002000100

Mr. Baird:

Re the [ ] briefing, I propose to have a separate short memo to OTR School & Staff Chiefs indicating to each only those questions which you have earmarked with the man's initials.

I'd like to state in opening remark the location for this briefing. Do we go to DD/P or do they come here to our conference room?

STAT

O.K. to start like this? -----

[ ]  
"The OTR briefing to the Support Chiefs of DD/P will be held on Thursday, 11 October, at 1500 hours in #1035-1037 "K"-----."

DD/P has submitted a list of questions which they propose to raise at this briefing. I am listing below those which pertain to your area. Kindly be prepared to answer all these questions."

STAT  
For Release 2003/08/25 : CIA-RDP60-00594A0002000100  
35 "K"  
(Conference room.)

STAT

12 Sept. 56  
1040

Mr. Baird:

called and left the following message:

He wants to know if you would be available on Thursday, 11 October to address all of the Support Chiefs of DD/P, at 1500 Hours. He said that you may take anywhere from one to two hours, and can handle it any way you wish--i.e.--panel; several key people from OTR to speak on Training; question-and-answer period; etc.--

There will be a meeting tomorrow afternoon, and he would like, if possible, to let the DD/P Chiefs know about this sufficiently in advance, as they are asked to submit any questions they might have for the program at least two weeks in advance, and then they will be forwarded to you. (He said you may base your talk on these questions, if you prefer

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**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	INITIALS	DATE
1			
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

**Remarks:**

The best time to reach him today is  
between 2:00 and 3:00.

m.

**FOLD HERE TO RETURN TO SENDER**

<b>FROM: NAME, ADDRESS AND PHONE NO.</b>	<b>DATE</b>

<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
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CLASSIFIED

CIA INTERNAL

CONFIDENTIAL

SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILLEGIB

FROM:

SSA-DD/S

NO.

FO6-3226

DATE

1 October 1956

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Training

REC'D

FWD'D

W3

Attached are Division questions submitted in connection with your presentation at the Admin Chiefs' meeting on 11 October. Also attached is a list of individuals who attend these meetings.

3.

4.

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TRANSMITTAL SLIP		DATE # 3 October 1956
TO: DTR		
ROOM NO.	BUILDING	
REMARKS:		
<p>Questions (after which you have designated some one person to handle) have been copied on Memo forms and forwarded this date.</p> <p><i>and DTR has copies of attached memos.</i></p> <p>mp</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)